

Board Agenda September 13, 2017

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
September 13, 2017**

CALL TO ORDER: A meeting of the Salem City Board of Education is called to order at _____ p.m. in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

OPEN MEETING: Adequate notice of this meeting has been provided in the local news media and a place of public notice located at the Salem City Board of Education Office, 205 Walnut Street, Salem, New Jersey as required in the Open Public Meeting Act, Chapter 231, P.L. 1975.

FLAG SALUTE

Board Members

Carol Adams
Yuenge Groce
Daffonie Moore

Laquendala Bentley
Heidi Holden
Stephanie Walsh

Christopher Colon
Joan Hoolahan

District Representatives:

Quinton: Alicia Sperry

Administrators:

Dr. Patrick Michel, Superintendent
Herbert Schectman, School Business Administrator
Pamela Thomas, Director of Special Services
Linda Del Rossi, Supervisor of Literacy/SS PreK-12
John Mulhorn, Principal Salem High School
Jordan Pla, VP Salem High School

Pascale DeVilmé, Principal Salem Middle School
Will Allen, VP Salem Middle School
Michele Beach, VP Salem Middle School
Syeda Woods, Principal John Fenwick Academy
Gia Guyton, Supervisor of Early Childhood
Darryl Roberts, VP Salem High School
Dr. Theodore Johnson – Consultant

OTHERS: Corey Ahart - Solicitor

AUDIENCE PARTICIPATION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting. Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comments to the specific resolution.
6. Time is limited to three (3) minutes per person.
7. If your questions or comments pertain to litigation, student or personnel items or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

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BOARD MEMBERS

1. Swearing in of interim Board of Education member.

PRESENTATION

IB Student World Conference

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve regular minutes of August 9, 2017 Board of Education meeting and minutes from the Board Retreat of August 8th and 9th, 2017.

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (/) To approve the Board Secretary's reports in memo: **#2-A-E-3/DIST***.

- A. *Request Board approval of the transfer of the funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of July 2017.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending July 2017 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount

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appropriated by the Salem City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1

In accordance with N.J.A.C. 6A:23A-16.10 (c) 2, it is certified that anticipated revenue has changed for the month ending July 2017 as follows:

Board Secretary

Date

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2017 The Treasurer's Report and Secretary's Report are in agreement for the month of July 2017 pending audit.
- D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending July 2017 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- E. To approve the Payment of Bills and Purchase Report:
From the General Account for Balance as summarized on attached board memo(s)
To approve Purchases Report for Balance of July and August 2017

July	\$4,985,657.81
August	\$129,705.24

To approve Payment of Bills for July & August 2017

General Account	\$226,027.60	July
	\$932,825.37	August
Food Service	\$60,748.48	August

Confirmation of payrolls for August 2017

<u>August 15, 2017</u>	General Acct. Transfer	\$189,918.67
<u>August 30, 2017</u>	General Acct. Transfer	\$170,116.88

Miscellaneous

Motion (/) Board to Approve: **#2-F-3/DIST**

1. Board to approve the employment of Wright Choice Home Health Care Services located in Linwood, NJ for nursing services for an out of district student (01290097) per the student's IEP. This service will be shared with two other districts. Cost will be \$22.00 per hour. Services are for the 2017 ESY Program and the 2017-2018 school year. Not to exceed \$25,000.00
Account # 11-000-217-320-00-CST
2. Board to approve Anthony di Battista, Ph.D. to provide consultation services to the Salem City School District for the 2017-2018 school year. Services include evaluation of the International Baccalaureate

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(IB) program's curriculum implementation, team design, and testing protocols. Focus for the 2017-2018 school year: Improve the Extended Essay Results. Strategies include meetings with administration, classroom visitations and participation in IB meetings.

Professional Rate: \$500.00 per day plus standard mileage rate

3. Board to approve Gloucester County Special Services School District to provide Education Interpreter services for a student (01300066) while attending their Extended School Year Program from 07/10/17 to 08/10/17. Costs for services are \$3,750.00.
Account #11-000-216-320-00-CST
4. Board to approve the following resolution:

Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 6A:23A-14.3 and 6A:23A-14.4 permit a Board of Education to establish and/or deposit into tuition reserve accounts, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts by board resolution, and

WHEREAS, the Salem Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account, and

WHEREAS, the Salem Board of Education has determined that (an amount not to exceed) \$100,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Salem Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

5. Resolved, that the Board of Education authorize payment of \$8,000.00 to Gerald J. Neski, Esq. in full and complete payment of legal fees associated with the disposition of the MH case.
6. Request the Board to approve the Joint Transportation Agreement with Elsinboro Township Schools as the host district and Salem City Public Schools as the joiner district for the 2017-2018 school year. It is agreed that the host district (Elsinboro) will provide transportation services as specified for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation. Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.
The cost to the joiner district will be based on actual costs.
7. Board to approve the completion of an investigation into personnel legal matters conducted by The Padilla Group (TPG), and the payment of all invoices associated with the investigation (\$763.00).

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STUDENT MATTERS HIGH SCHOOL

A. Field Trips/Activities #4-A-3/HS

Motion (/) Board to Approve: **#4-A-3/HS**

1. Board to approve the following HS Field Trip(s):

Place	Date	Teacher Subs./Buses
Rutgers School of Business Piscataway, NJ	09/22/17 1 Student FBLA State Officer Board Meeting	Ms. Landolfi 1 van - \$244.57 15-000-270-512-03-SHS 1 sub - \$125 15-140-100-101a-03-SHS No cost for student or advisor
Salem County Vo-Tec Woodstown, NJ	09/26/17 DuPont Academic League Match 20 Students	Mr. Carney, Mr. Merritt, Ms. Mutter 2 subs - \$250.00 1 bus - \$220.90 15-000-270-512-03-SHS
Penns Grove High School Penns Grove, NJ	01/09/18 DuPont Academic League Match 20 Students	Mr. Carney, Mr. Merritt, Ms. Mutter 2 subs - \$250.00 1 bus - \$220.90 15-000-270-512-03-SHS

B. Home Instruction: In/ out of district/residential

Motion (/) Board to Approve: **#7-C-3/DIST**

1. Board to approve the following home instruction and out of district students:

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
01210151	A Step Ahead Elmer, NJ	\$960.00	09/06/17 Approx. 30 days	11-150-100-320-00-BUS
01240049	A Step Ahead Elmer, NJ	\$960.00	09/05/17 Approx. 30 days	11-150-100-320-00-BUS
01240048	A Step Ahead Elmer, NJ	\$960.00	09/05/17 Approx. 30 days	11-150-100-320-00-BUS

STUDENT MATTERS NON-HIGH SCHOOL

A. Field Trips/Activities #4-A-3/NHS

Motion (/) Board to Approve: **#4-A-3/NHS**

1. Board to approve the following MS Field Trip(s):

Place	Date	Teacher Subs./Buses
Christiana Skating Center Newark, DE	10/13/17	Mr. Allen, Ms. Beach, Various Faculty 3 buses/trip - \$3,901.44 Admission - \$3,600.00
	12/01/17	
	02/16/18	
	05/25/18	
	Salem Pride/VIP Winners Approx. 180 students	

2. Board to approve the After School Tutoring Program for grades K, 1 and 2 Monday through Thursday from 3:30 – 4:30 p.m. beginning October 10, 2017 through April 19, 2018.

9 Teaching Positions @ \$26.00/day stipend x 97 days=\$22,698.

Teachers/Staff TBD

Funds are available in Account #20-231-100-100-00-SPP

ESSA – Title I Funds (2017-2018)

3. Board to approve the “Focus on Education” after school program for grades 3-8 Monday through Thursday from 3:00 pm to 5:00 pm beginning October 10, 2017 through April 19, 2018 with a professional development for teachers on October 5th. The program will focus on students who are below grade level in literacy and math.

12 Teaching Positions \$7,760 stipend

1 Coordinator \$9,700 stipend

1 Secretary \$3,800 stipend

1 Security \$2,910 stipend

Teachers/Staff TBD

Funds are available in Account # 20-231-100-100F-02-SMS

20-231-200-100F-02-SMS

ESSA – Title I Funds (2017-2018)

4. Board to approve the following field trips for every grade level, including Family Friendly Center after school program, summer programs, and music/choir programs for the 2017-2018 school year.

Academy of Natural Science
American Indian Arts Festival
Adrenaline Skating Center
Adventure Aquarium
Ashland Nature Center/Farm
G&G Farms
Cape Map Zoo
Clementon Park & Splash World
CoCo Key Water Resort

Muzzarelli Farms
N.J. State Police Museum
Parvin State Park
Philadelphia Museum of Art
Philadelphia Zoo
Please Touch Museum
Pump It Up
Sahara Sams in Berlin, NJ
Salem Community College

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Garden State Discovery Museum	Salem County Nursing Home
Coleman's Christmas Tree Farm	Salem Woman's Club
Cohanzick Zoo	SCC Childrens Theater
Coverdale Farms	Sea Isle City, NJ Beach Trip
Grand Opera House in Wilmington, DE	Skate 2000 in Bridgeton, NJ
Delaware Museum of Natural History	Storybook Land
Delaware Nature Society Program	Strasburg Railroad
Hagley Museum	Swim Quest
Duffield's Pumpkin Patch	Theaterworks - Philadelphia
DuPont Theatre, Wilmington, DE	Wells Fargo Center - Philadelphia
Franklin Institute in Philadelphia, PA	Wetlands Institute
Imaginational Quest	Wheaton Village
KICS (Kids Inquiry Conference on Science)	Wilmington & Western Railroad
Kimmel Center in Philadelphia, PA	

School wide - Various walking trips to local establishments within the city limits throughout the school year. Usual walking trip destinations are: Salem Police Station, Post Office, Salem Library, Bravos Pizza, Pat's Pizza, Salem Historical Society, Salem Adult Care, etc.

PERSONNEL DIST/ HIGH SCHOOL

A. Resignation/Retirement/Termination

Motion (/) Board to Approve: **#8-A-3/HS**

1. Board to approve the resignation of Mr. Jonathan Botbyl, Instrumental Music teacher at Salem High School, pending 60 day contractual commitment.
2. Board to approve the termination of Mr. Gregory Harper, custodial staff member, effective 09/07/2017.

B. Employment

Motion (/) Board to Approve: **#8-C-3/DIST**

1. Board to approve the following returning substitutes for the 2017-2018 school year:

Debra Braxton
Brenda Bundy
Kevin Collins
Ava Harvey
Brittney Keen
Marie Kemm
Debra Kuhns
Jennifer Loveland
Crystalle Marshall
Delores Martin
William Nelson
Donna O'Leary
Francis Ponti
Shannonlee Reese

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Valerie Spence-Lacy
Suzanne Stell
Robert Wayne
Vienna Taylor-Marshall
New Substitutes: Kathleen Carter, Isaac Young

2. Board to approve the employment of Mr. Nicholas Kline as Music and Band Instructor for the 2017-2018 school year. Mr. Kline's salary will be \$69,228.00 (BA Step 14) and start date will be September 5, 2017.

*Salary will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.

C. Financial Request:

Motion (/) Board to Approve: **#8-D-3/DIST**

1. Board to approve the following teacher to contract stipend position:

Janice Davis Substitute Teacher of Detention \$24/hour*

*Stipend will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.

2. Board to approve the following Child Study Team member to be employed during the July and August for student testing and writing evaluations. The rate will be \$26.00 per hour, not to exceed 75 hours.

Adrienne Brown – Learning Consultant

Account # 11-219-100R-320-00-CST

3. Board to approve the following teacher to contract stipend position:

Charles Mellon Substitute Teacher of Detention \$24/hour*

*Stipend will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.

4. Board to approve the following teacher to contract stipend position:

Nicholas Kline Band Advisor \$3,762*

*Stipend will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.

5. Board to approve the following staff member to be employed with The Transition Program of SCSD beginning September 7, 2017.

Sara Lamont Substitute *\$26.00/hour – 4hrs/day – 5 days/week

Account #15-423-100-101-02-SMS & 15-423-100-101-03-SHS

*Compensation to be adjusted, if applicable, after contract is ratified.

6. Board to approve the following staff member to serve as security for SAT testing:

Staff Member: John Bacon

Location: Salem High School

Date: Saturday, August 26, 2017

Approximate Time: 7:00 am – 3:30 pm

PERSONNEL Non-High School

A. Resignation/Retirement

Motion (/) Board to Approve: **#8-A-3/NHS**

1. Board to approve the resignation of Mr. Justin Newell, Sixth Grade ELA teacher at Salem Middle School, pending 60 day contractual commitment.

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2. Board to approve the resignation of Mr. Shaun Brauer, Music teacher at Salem Middle School, effective August 21, 2017.
3. Board to approve the retirement of Ms. Loretta Zink, Media Specialist at John Fenwick Academy, effective January 1, 2018.

B. Appointments/Assignments/Transfers

Motion (/) Board to Approve: **#8-B-3/NHS**

1. Board to approve the following Para-professional staff transfer from the Salem Middle School to Salem High School, effective September 1, 2017:
Jacqueline Thompson from One-to-One at SMS to One-to-One at SHS
2. Board to approve the following Para-professional staff transfer from the John Fenwick Academy to Salem Middle School, effective September 1, 2017:
David Classen from paraprofessional at JFA to One-to-One at SMS

C. Employment

Motion (/) Board to Approve: **#8-C-3/NHS**

1. Board to approve the employment of Ms. Alicia Cocca as a Fifth Grade Mathematics teacher for Salem Middle School effective September 1, 2017 through June 30, 2018. Salary will be \$51,718 (BA 01).
*Salary will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.
2. Board to approve the employment of Ms. Nicole Graham as a Sixth Grade English/Language Arts teacher for the Salem Middle School effective September 18, 2017 through June 30, 2018. Salary will be \$58,668.00 (BA Step 09) pro-rated.
*Salary will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.

D. Financial Request:

Action (/) Board to Approve: **#8-D-3/NHS**

1. Board to approve the salary change for Ms. Patricia Stewart from \$51,718 (BA Step 01) to \$53,718 (MA Step 01).
*Salary will remain the same (2016-2017) and will be adjusted if applicable after contracts are ratified.
2. Board to approve the salary of Ms. Gia Guyton, Supervisor of Early Childhood at John Fenwick Academy for the 2017-2018 school year. Salary will be \$85,000 per year.
3. Board to approve the employment of the following staff for the Family Friendly Center After-School Program for the 2017-2018 school year, running from September 2017 to June 2018 at the John Fenwick Academy:

Syeda Woods	Coordinator	
Jennifer Cascaden	Teacher	Two Days Per Week
Melissa McLaughlin	Teacher	Two Days Per Week
Ruqayyah Ali	Teacher	Three Days Per Week
Deanna Livingston	Teacher	Two Days Per Week
Donna Moore	Teacher	Three Days Per Week

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Sharon Paris	Teacher	Three Days Per Week
Devon Russell	Secretary	7.5 Hours/Week
Dale Garner	Transition Coach/Counselor	2-3 Hours/Week
Susan Gilmore	Substitute Teacher	
Carla Kelley	Substitute Teacher	
Shakema Bagby	Substitute Teacher	
Barry Porch	Substitute Teacher	
Elton Suah	Substitute Teacher	
	Substitute Transition	
Tonya Connor	Coach/Counselor	

Rate of pay for Teacher is \$26/Hour, 2.5 Hours/Day.
 Rate of pay for Program Coordinator is \$375 Month
 Rate of pay for Counselor is \$26/Hour, 2 Hours/Week.
 Rate of pay for Secretary is \$16/Hour, 7.5 Hours/Week.

Professional Development

Action (/) Board to Approve: #11-3/DIST

1. Board to approve the out of district professional development for the staff listed:

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Elizabeth Irvine	SHS	John Mulhorn	Tim Ganon – Portland ME Painting Workshop	10/14/17 10/15/17	Fireside Inn and Suites Portland Maine	\$275.00 -0- 15-000-223-500-03-SHS
Gia Guyton plus One PreSchool Teacher per event on a rotating basis (D.Atkinson, V.Bey, J.Cascaden, R.Colon, K.DeMarco, J.Luzzo, V.Galasso, E.Haines, D.Garvine, A.Martin, H.Meehan, C.Parsons C.Sholders)	JFA	Syeda Woods	ECERS-3 Training	10/12/17 11/20/17 12/14/17 01/26/18 02/22/18 03/15/18 04/12/18 05/04/18	Learning Resource Center – South Blackwood, NJ	-0- -0-

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Gia Guyton	JFA	Syeda Woods	Abbott Supervisors Meeting (for PreSchool)	05/03/18	DOE – 100 Riverview Plaza, Trenton NJ	-0- -0-
Renee Murray	SHS	John Mulhorn	Creativity, Activity, Service (CAS Training)	09/30/17-10/02/17	Denver, Colorado	Regis - \$744.00 Travel – \$395.96 Hotel – \$639.17 15-000-240-800-03-SHS
Jordan Pla	SHS	John Mulhorn	2017 Fall IB Workshop	10/12/17-10/14/17	Atlanta, Georgia	Regis – \$990.00 Travel – \$208.40 Hotel – \$508.32 15-000-240-800-03-SHS
Kristina Bergman Kenneth Buck	SHS	John Mulhorn	Bowling Coaches Clinic	09/27/17	Monmouth University West Long Branch NJ	\$90.00 -0- \$90.00 -0- 15-402-100-500-03-ATH
Christina Lord	SHS	John Mulhorn	Free Local Yearbook Technology Workshop	10/06/17	Lindenwold NJ	-0- -0-
Dale Garner Joseph Longo Janine Champion	CST	Pamela Thomas	Addressing Challenging Behaviors in School Environment	10/23/17	Monroe Township NJ	\$95.00 \$40.67 \$125.00 \$55.55 \$125.00 \$49.17 11-000-219-592-00-CST

Facilities Requests

Motion (/) Board to Approve: **#12-3/DIST**

Organization	Use	Date	Time	Charge
Girl Scouts	Girl Scout Meetings	Various throughout 2017-2018 school year	3:00 pm – 4:30 pm	-0-
		Kickoff Meeting – 09/26/17	4:30 pm – 6:30 pm	-0-

Monthly Reports

Motion (/) Board to Approve: **#13-3/DIST**

- Board to approve monthly reports for filing:

Policy

Motion (/) Board to Approve: **#14-3/DIST**

- Board to approve the 1st reading of the following policies:
 - 3542.45 Written Code of Conduct for Procurement
 - 6146.2 Grading System

Miscellaneous

Motion (/) Board to Approve: **#15-3/DIST**

- Board to approve the following individuals as Volunteer Coaches for the Fall 2017 season:

Name	Sport
Boys' Soccer	Brad Duffield
Football	Troy Dublin
Football	Juan Stevenson
Field Hockey	Ally George
Field Hockey	Olivia Harris

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EXECUTIVE SESSION

Motion (/) Board to adopt the following Resolution to go into executive session at _____:

R E S O L U T I O N

BE IT RESOLVED by the Board of Education of Salem City that in compliance with "The Open Public Meeting Act", P.L., 1975, C. 173, NJSA 10:4-6 et seq., that the Board shall move to a closed portion of this meeting from which the public is excluded for the purpose of discussing a matter or matters permitted to be so discussed by that Act.

The general nature of the matter(s), which the Board intends to discuss, is: _____

Minutes of such discussions shall be taken and released as soon as permitted by law in accordance with the specific individual topic discussed.

The Board shall take action as a result of such discussions only in an open to the Public session unless there is an express provision of law authorizing or requiring that such action be taken in a closed to the Public portion of a Board Meeting.

RETURN TO REGULAR SESSION

Motion (/) Board to return to open session at _____.

NEW BUSINESS:

Motion (/) Board to Approve:

ADJOURNMENT

Motion (/) Board to adjourn the September 13, 2017 meeting of the Salem City Board of Education at _____.